

**BY ORDER THE COMMANDER
90TH SPACE WING**

90TH SPACE WING INSTRUCTION 10-9

14 JANUARY 2000



Operations

**OPERATION PLAN DEVELOPMENT AND
IMPLEMENTATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 90 SW/XPA
(SSgt S. Kristy Harper)
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Certified by: 90 SW/XP
(Lt Col Kenneth M. Gladfelter)
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Distribution: F

This instruction implements [AFMAN 10-401](#), *Operation Plan and Concept Plan Development and Implementation*, and provides additional guidance for F E Warren unique planning aspects not addressed in this manual. This instruction establishes 90th Space Wing guidance for the development and formatting of all USAF OPlans. Plans written in support of USAF directives will be developed in the format prescribed by the requiring directive. If no format is prescribed, this instruction will be used for Plan development and format. Proper retention of all records must be done in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This instruction has been substantially revised and must be completely reviewed.

1. References:

- 1.1. [DOD 5200.1R/AFI 31-401](#).
- 1.2. AFMAN 10-401.

2. Terms Explained.

2.1. Operation Plan (OPLAN). An Operation Plan is a Plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based on stated assumptions and is in the form of a directive employed by higher authority to permit subordinate commanders to prepare supporting Plans and Orders. An OPlan is a detailed plan that can be translated into an Operation Order with minimum alteration. A Plan is very similar to an OPlan, only a Plan does not support an Emergency War Order (EWO) tasking.

2.2. Operation Order (OPORD). An operation order is a directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation or Operation Plan. An OPlan may be put into effect at a prescribed time, or on signal, and then it becomes an OpOrd. The basic difference between an OPlan and OpOrd is time. An OPlan tells how you are to do something in the future and an OpOrd tells you what you need to do now.

2.3. Revision. The total replacement of an existing Plan/OPlan/OpOrd due to large volumes of changed material.

2.4. Amendment. Changing a portion of a Plan/OPlan/OpOrd is an amendment. Page changes are preferred over pen and ink changes.

NOTE:

Throughout the remainder of this instruction, the term Plan will also refer to OPlan and OpOrd.

3. Responsibilities: The Wing Plans and Programs Office (90 SW/XP) is the wing focal point for all Plans to ensure proper Plan coordination and standardization. The Programs Flight (90 LSS/LGLSP) is the single point monitor for all missile maintenance Plans under the 90th Logistics Group. All other 90th Space Wing Groups will appoint in writing a single point monitor to maintain and manage Plans for their group. Each group will assume the responsibility for ensuring their Plans are reviewed and updated at least annually. Knowledgeable agencies will monitor their appropriate portion or portions of unit Plans, review all related directives to detect changes, and notify the office of primary responsibility (OPR) for inclusion in the Plan.

3.1. OPR Responsibilities:

3.1.1. OPR authors original Plan.

3.1.2. OPR reviews and updates the Plan at least annually.

3.1.3. OPR coordinates all Plans through 90 SW/XPA.

4. Format:

4.1. General:

4.1.1. Unless a format is specified by a higher authority, Plans will adhere to the format specified in AFMAN 10-401. The arrangement of information in Plans will conform to the formats shown in Attachment 2 of AFMAN 10-401. When information or instructions on the subject indicated are not required in the Plan, that paragraph or subparagraph will be annotated as "not applicable."

4.1.2. Attachments to the basic Plan listed in order of increasing detail are annexes, appendices, tabs, and exhibits. The annex describes the concept of support for the command mission by the function producing the annex (Operations, Logistics, etc.). The appendix is a subordinate addition to the annex used to include information too lengthy or detailed for the basic annex. Normally each appendix to an annex is devoted to a major category of information (Wing Command Post, Wing Job Control, etc.). A tab is a further subdivision of an appendix used to organize and clarify the presentation of detailed data. An exhibit is a further subdivision of a tab allowing the portrayal of greater levels of detail. If attachments are used, refer to any appendices in the text of an annex and to any tabs in the text of the appendix. Appendices and tabs are listed in the Plan table of contents, but exhibits are only listed on the last page of the tab they support.

4.1.3. The format for annexes is mandatory unless otherwise indicated. The format for other attachments is preferred but may be altered when information or instructions must be included for which no provision is made in the standard format. Additional annexes may be incorporated when necessary to permit distribution separate from the basic Plan or when information must be included for which no provision is made in standard annexes. The letters I and O must not be used as annex designators.

4.1.4. Annexes, appendices, tabs, and exhibits specified in the model format will be assigned designations as listed in the model table of contents. When any of these elements are not required, the element will be annotated "not applicable" in the Plan table of contents. The remaining elements will retain the prescribed designators. When an annex is omitted, all attachments to that annex must also be omitted. The listings of attachments, annexes, appendixes, and tabs will indicate only those attachments actually used.

4.2. Plan Organization:

4.2.1. Plan Covers. The 90 SW/XPA will supply the front cover for all wing Plans. OPRs are required to provide 90SW/XPA with the following information: Date of basic Plan, the OPR, and short and long title. If the Plan is classified, include overall classification, downgrading or declassification instructions (or restricted data/formerly restricted data), classified by line, and copy number (if classified Top Secret). Covers will not contain classified information. Plan covers will be printed during Top-line review (See para 6.3.2.) by 90 SW/XPA.

4.2.2. Letter of Transmittal. Plans will identify the reasons for preparing the Plan and indicate the service headquarters, agencies, or commands with which the Plan was coordinated during preparation. Requirements for preparation of supporting Plans by MAJCOMS or subordinate commanders will be specified. The OPR for the Plan will be identified when the Plan being transmitted supersedes the existing Plan. The letter of transmittal must provide disposition instructions for superseded Plans. Use appropriate letterhead when accomplishing the letter (See [Attachment 5](#)).

4.2.3. Distribution Change Letter. All Plans must include a form letter that Plan addressees may use to notify the OPR of changes in distribution requirements. This procedure helps the OPR keep distribution lists current. The distribution change letter is not numbered and follows the letter of transmittal (See [Attachment 6](#)).

4.2.4. Security Instructions and Record of Changes. Security instructions must include the long and short titles of the Plan. It will be the first page (i) following the letter of transmittal and distribution change letter. The record of changes and record of annual review for the Plan may be included on this page (See [Attachment 7](#)).

4.2.4.1. Instructions must contain:

4.2.4.1.1. Classification guidance for supporting Plan development or Plan execution which:

4.2.4.1.1.1. Precisely identifies informational elements to be protected, using categorization to the extent necessary.

4.2.4.1.1.2. States which classification designation applies (Top Secret, Secret, or Confidential) to each element or category of information.

4.2.4.1.1.3. States declassification instructions, for each element or category of information.

4.2.4.1.2. Reproduction limitations.

4.2.4.1.3. Use of "Nicknames, Code Words and Exercise Terms."

4.2.5. Information Releasability. Each Plan will delineate the limits to which the information contained in the Plan may be released to personnel and agencies not responsible to the JCS.

4.2.6. Plan Summary. The summary will provide a brief recapitulation of the mission, general situation, concept of operations, major force requirements, command arrangements, and commander's appraisal for the logistics and transportation feasibility of the Plan (See [Attachment 8](#)).

4.2.7. Table of Contents. The table of contents will include the first and last pages of each division. It will list the elements shown in [AFMAN 10-401](#), Attachment 2, Figure A2.6, that are applicable or published separately (See [Attachment 10](#)).

4.2.8. Basic Plan. The basic Plan will consist of five main paragraphs. These paragraphs are: (1) Situation; (2) Mission; (3) Execution; (4) Administration and Logistics; and (5) Command and Signal (See [Attachment 11](#)).

4.2.9. Attachments. Annexes used for the Plan must be listed on the final page of the basic Plan. Other attachments (appendices, tabs, exhibits, or maps) are listed on the final page of any attachment that has further attachments. The basic Plan should refer to each annex that has been prepared; however, information provided in the basic Plan is not normally repeated in the attachments. All attachments must be prepared according to OPSEC guidance located in Annex L of the Plan (See [Attachment 11](#)).

4.2.10. Execution Checklist. This section contains the battle staff checklists summarizing the actions required by the commander, supporting commanders, and agencies to ensure coordinated initiation of operations (See [Attachment 14](#)).

4.2.11. Distribution List. The distribution list accounts for all copies of the Plan and informs users which agencies and headquarters maintain copies of the Plan. Since Plans can be highly sensitive documents, distribution should be held to the minimum essential for planning. Addressees should advise Plan OPRs of necessary changes to the distribution list. Distribution lists for classified Plans will be "For Official Use Only" unless classified (See [Attachment 13](#)).

4.3. Administration Instructions. Administrative guidance and distribution requirements can be found in [AFMAN 10-401](#), Chapter 8.

4.3.1. The five major paragraphs of each Plan must be listed in each Plan developed, even if they are not applicable to the Plan being written. If they do not apply, "Not Applicable" should be inserted after the paragraph title (for example, "4. ADMINISTRATION AND LOGISTICS. Not Applicable."). This method permits standardization and enables the staff officer to refer immediately to a standard paragraph when seeking specific information. When a paragraph is subdivided, it must have at least two subdivisions.

4.3.1.1. Designations for subdividing, numbering, and lettering paragraphs are: 1., a., (1), (a), 1, a, (1), and (a), respectively.

4.3.1.2. Each progressive subdivision of a paragraph is initially indented an additional five spaces.

4.3.2. Plan pages are numbered at the bottom center to indicate the page order within each element of the Plan. Thus, page C-1-A-3 denotes page 3 of Tab A to Appendix 1 to Annex C. The text is single-spaced.

4.3.3. Each separate element of a Plan must bear the date of issue or revision. Until a Plan is revised, all elements should bear the same date of issue.

4.3.4. The basic Plan and each annex are signed or authenticated by an officer in a position of authority within the organization issuing the Plan or annex. Full signature blocks are used. Appendices, tabs, exhibits, and maps do not require signature or authentication except when distributed separately from the basic Plan. The OPR for the Plan will maintain documentation of all coordination for the basic Plan and for each attachment to the Plan. "For" signatures are acceptable.

4.3.5. Rules for capitalizing and underlining are summarized:

4.3.5.1. References to specific annexes and other attachments are in this sample format: Initial Capitals.

4.3.5.2. Paragraph titles are capitalized and underlined as in this sample format: SOLID CAPITALS.

4.3.5.3. Subparagraph titles are expressed and underlined as in this sample: Initial Capitals.

4.3.5.4. Subparagraphs and all subtitles are not underlined and are expressed as in this sample format: Initial Capitals. An exception to this rule applies where forces, commands, or agencies are identified or tasked; these will be capitalized and underlined as in this sample format: SOLID CAPITALS.

4.3.5.5. In the text of operation Plans, location names are capitalized and underlined as in this sample format: SOLID CAPITALS.

4.3.5.6. The first time a title or designation that is not contained in the GLOSSARY is used in an element of a Plan, the title or designation must be spelled out and immediately followed by the approved abbreviation (for example, Disaster Control Group (DCG)). Within the element of the Plan, the abbreviation alone may be used thereafter.

5. New Plan Development. A new Plan may be required due to local needs or higher headquarters' taskings. When a new Plan is required, certain guidelines will be followed:

5.1. The 90 SW/XP will appoint an OPR for Plans (except 90 LSS/LGLSP will appoint OPRs for missile maintenance Plans).

5.2. The 90 SW/XP will assign a Plan number. Subordinate units must use identical numbers when publishing their counterpart of a higher headquarters' Plan.

5.3. The OPR will put the new Plan in the appropriate format. Plan format will follow AFMAN 10-401 unless higher headquarters directs a specific format. The table of contents should contain a listing of all annexes, appendices, tabs, exhibits, and maps.

5.4. A new Plan must be thoroughly coordinated prior to submission to the final approval authority. Run the Quality Control Checklist (See [Attachment 14](#)) prior to beginning the coordination process. Ensure 90 SW/XPA is the first review agency on the top-line coordination cycle. A brief description of these cycles is found in the following paragraph.

6. Plan Review/Coordination. Annual reviews are required in accordance with AFMAN 10-401.

6.1. Approximately 3 months prior to the 1-year point after the Plan's initial publication/latest review date, the Plan OPR will receive a letter of notification from 90 SW/XPA requesting an annual (bottom-line) review (See [Attachment 1](#)). Begin to update the Plan immediately. All reviews should concentrate on technical content and scrutinize format, spelling, and grammar.

6.2. Upon receipt of 90 SW/XPA request letter of annual review, the Plan OPR will send Plan review letters to all tasked agencies, plus other appropriate agencies that might have inputs (As a rule of thumb—try and give addressee at least 10 duty days for review). If the Plan impacts the EWO mission, include 90 OSS/OSKE in the initial review. For your review letter, use [Attachment 2](#) as a format. As a minimum, a negative reply is required from each of these agencies. Follow up on all agencies that do not reply by your suspense date.

6.3. Coordination is accomplished using AF Form 1768, **Staff Summary Sheet**. There are two Plan coordination cycles, bottom-line and top-line.

6.3.1. Bottom-line (annual) coordination normally includes any agency that submitted changes and all tasked organizations in Annex A. Retain the responses to your request for Plan review. Attach a copy of the changed Plan and provide a summary of changes along with a recommendation for coordination or signature on a Staff Summary Sheet. Use a continuation sheet, as necessary.

6.3.2. Top-line coordination will include a Staff Summary Sheet addressed to all Group Commanders and the wing command section; 90 SW/XPA will accomplish this Staff Summary Sheet along with printing the cover page for the Plan. Ensure all changes suggested during bottom-line coordination are incorporated prior to top-line coordination and the Plan, saved on disk, is included. The wing command section and the authenticating official should receive a totally correct, ready-to-print document. Once the wing commander has approved the Plan, the signature blocks on the letter of transmittal and the last page of the basic Plan must be signed. No other signature should appear in the Plan. The Plan will be returned to Plan OPR for printing and distribution. Staff Summary Sheets showing coordination must remain with the master Plan copy.

6.4. The Plan OPR is responsible for all technical content and must ensure that annex OPRs thoroughly review their appropriate Plan material or materials.

6.5. Based upon the amount of Plan material to be changed, publish either a revision or an amendment. If the annual review indicates that the Plan is adequate or can be updated by page substitutions, the remainder of the Plan may be updated by pen and ink change of the "FY" or "CY" designator. Republication of a Plan solely to update these designators is not authorized.

6.6. For all missile maintenance taskings in 90 MXS and 90 LSS (except for Logistics Plans, 90 LSS/LGLX), send one review letter to 90 LSS/LGLSP.

7. Plan Amendments. Change a Plan rather than revise it if the total adjustments (new plus any previous changes) affect less than 40 percent of the basic Plan, attachments included. An amendment will require bottom-line and top-line coordination with 90 SW/XPA and all appropriate organizations.

7.1. Prepare a change letter of transmittal for each amendment. This letter gives a brief statement of the reason for and general content of the amendment. All changes will include the date and classification (if required) of the basic Plan. This information must be included in paragraph 1 of the letter of transmittal (See [Attachment 3](#)). The change letter of transmittal will direct posting of the letter to the back of the Plan and annotating the Record of Changes.

7.1.1. Attach a copy of the distribution list to the letter of transmittal. The "MEMORANDUM FOR" element should read: "See Attached Distribution List." If a new Annex Z is accomplished, a distribution list is not required.

7.1.2. When page changes are made, the change number and the date of change must be placed in parenthesis beneath the page number and above the classification marking (if required).

7.1.3. Number amendments consecutively to maintain proper accountability.

7.1.4. The same official will normally sign the amendment that authenticated the basic Plan.

7.2. Change methods:

7.2.1. Page changes are the preferred change method. Reprint all pages on which changes occur. Annotate new or changed material by drawing a solid vertical line in the left-hand margin next to the new or changed material. If the change contains classified material, or is to a classified Plan, prepare an AF Form 1565, **Entry, Receipt and Destruction Certificate**, as directed by DOD 5200.1-R/AFI 31-401.

7.2.2. Pen and ink changes are permissible but should not be used for lengthy changes. This procedure may be used only for minor corrections, such as changes to numbers, dates, single words, and short phrases. List changes on the letter of transmittal.

7.2.3. Changes to a Plan must be distributed to all recipients of the original Plan.

8. Plan Revision. If the change affects more than 40 percent of the basic Plan (including old and new changes), replace the old Plan with a totally new revision. This revision will reflect a new publication date and incorporate all changed material.

8.1. Ensure all changed material is put in the proper format. Check carefully to make sure other affected material is cross-referenced in the Plan and is changed appropriately.

8.2. Distribute the new Plan to all agencies listed on the distribution page. AF Form 1565 is not required when classified documents are removed and replaced in their entirety. Destroy the superseded material in accordance with AFI 31-401.

9. General Plan Guidelines:

9.1. Security:

9.1.1. Classify Plans in accordance with their contents. Refer to DOD 5200.1R/AFI 31-401 to ensure proper marking of classified Plans. If classified material is located only in one annex, con-

sider publishing the classified annex under a separate cover in order to permit unclassified distribution and use of the remainder of the Plan.

9.1.2. Communications Security (COMSEC). COMSEC is the protection resulting from all measures designed to deny unauthorized persons information of value that might be derived from the possession and study of telecommunications. The objective of this program is to prevent disclosure of classified or sensitive information. COMSEC must be addressed in all Plans.

9.1.3. Operations Security (OPSEC). OPSEC is the protection of capabilities and intentions by the control or elimination of indicators. OPSEC is all action taken to deny the enemy information about current, completed, or planned operations, or military activities, functions, programs, or events. These actions include planning, training, and procedures to safeguard against enemy countermeasures and intelligence collection. Operations security must be considered in the initial stages of concept of operations development for all Plans.

9.1.4. Essential Elements of Friendly Information (EEFI). EEFI include those types of categories of information concerning a Plan, project, or activity that, if acquired by hostile interests by any means may jeopardize successful execution of an operation. EEFI provide guidance to prevent disclosure of sensitive information, enable COMSEC support elements to evaluate the security posture of friendly forces, and form the basis for assessment of the operational risks posed by unfriendly powers prior knowledge or awareness.

9.1.4.1. EEFI should be identified and distributed with the basic Plan and concept of operations. EEFI that apply particularly to an annex should be identified in that annex with an appropriate OPSEC warning.

9.1.5. Derivative Classification. When a Plan contains classified information from another source a determination must be made as to whether that information is in substance the same as information that is currently classified. If so, the derived information must maintain the same level of security classification and the source of the information must be shown on the face of the Plan. If the classification is derived from more than one source the phrase "multiple sources" will be shown and the identification of each source will be maintained with the file or record copy of the Plan. This letter should include:

9.1.5.1. Office of origin.

9.1.5.2. Overall classification.

9.1.5.3. Declassification instructions.

9.1.5.4. Source of classification (multiple sources).

9.1.5.5. Classification sources (list all classified references).

9.1.6. Plans are often marked FOR OFFICIAL USE ONLY (FOUO). Plans are marked FOUO to withhold them from general public disclosure under one of the exemptions in DODR 5400.7/Air Force Supplement, Chapter 4.

9.1.6.1. For a document designated FOUO, mark "For Official Use Only" at the bottom of the front cover, on the bottom of the first page, on the bottom of every page that contains FOUO material, on the bottom of the back page, and at the bottom of the outside back cover. For further FOUO guidance, see DODR 5400.7/Air Force Supplement, Chapter 4.

9.1.6.2. Superseded FOUO material must be destroyed in such a manner so that the contents are not usable. A variety of means are available to fulfill this requirement, including:

9.1.6.2.1. Tearing into little pieces.

9.1.6.2.2. Burning.

9.1.6.2.3. Shredding.

9.1.7. Nuclear Information. If a Plan contains Unclassified Controlled Nuclear Information (UCNI), mark the Plan with UCNI following general rules for FOUO material. Use only FOUO or UCNI designation, not both. UCNI takes precedence over FOUO designation. For example, mark front cover, back cover and first page UCNI. On interior pages with FOUO material only, mark them FOUO. If a page includes both UCNI and FOUO, use portion markings to differentiate the material.

9.2. Battle Staff Checklists. Battle Staff checklist are an integral part of most Plans. Battle Staff checklists will be prepared initially when a new Plan is written and updated as needed when an existing Plan is revised or amended. Checklists will be placed in Annex X, Execution Checklist. This will preclude the need for a separate coordination process for battle staff checklists only.

9.3. Printing and distribution is the responsibility of the Plan OPR. The OPR should maintain the master copy of the Plan, the Staff Summary Sheets, and replies for your plan review request.

9.4. When the Plan is distributed, include an acknowledgment of receipt letter (See [Attachment 4](#)). When all receipts have been returned you can be assured that each agency on the distribution list has an accurate, complete document (See [Attachment 13](#)).

9.5. Printing Approval Authority. When requesting printing of Plans through the Document Automation Printing Service (DAPS), first obtain coordination/approval from 90 SW/XPA.

KENNETH M. GLADFELTER, Lt Col, USAF
Chief, Wing Plans and Programs

Attachment 1**ANNUAL REVIEW MEMORANDUM**

(APPROPRIATE LETTERHEAD)

(Date)

MEMORANDUM FOR (ORGANIZATION(S)/FAS)

FROM: 90 SW/XP

SUBJECT: Annual Plan/Operation Order Review

1. The Plan listed below requires annual review IAW AFMAN 10-401 and 90 SWI 10-9. You are responsible for ensuring the Plan is reviewed and updated annually. Review letters should be sent out ASAP to ensure bottom-line, top-line, and completion target dates are met.

Title: 90 SW OPlan 000-00, Cold Weather

Required Completion/Publication Date:

2. If you have any questions, please contact (90 SW/XPA) at ext. 2135.

(Signature Block)

Chief, Wing Plans and Programs

1st Ind, (Your Organization and Office Symbol)

TO: 90 SW/XPA

I acknowledge receipt of this notification and will begin Plan revision.

Organization/FAS: _____

Point of Contact/Extension: _____

Signature of POC: _____

Attachment 2**REVIEW OF PLAN MEMORANDUM**

(APPROPRIATE LETTERHEAD)

(Date)

MEMORANDUM FOR (LIST ORGANIZATION)

FROM: (YOUR ORGANIZATION/FAS)

SUBJECT: (Annual (Bottom-Line) or Top-Line) Plan Review (SUSPENSE: _____)

1. As required by AFMAN 10-401, please perform the annual review of the following Plan:_____. Place particular emphasis on portions that pertain to your area of responsibility, and review pertinent supporting directives listed in front of the Plan. Your attention to detail will ensure an accurate and effective Plan revision.

2. Please send results of your review to (OPR) NLT _____. Direct any questions on your required actions to (OPR). **NEGATIVE REPLIES ARE REQUIRED.**

(Signature Block)

(TITLE)

Attachment 3

MEMORANDUM OF TRANSMITTAL FOR AN AMENDMENT

CLASSIFICATION
(APPROPRIATE LETTERHEAD)

(Date)

MEMORANDUM FOR SEE ATTACHED DISTRIBUTION LIST

FROM: (YOUR ORGANIZATION)

SUBJECT: Amendment Number _____ to 90 SW Plan XX-XX (U)

1. This is Amendment Number _____ to 90 SW Plan XX-XX, dated _____. The classification of the change is _____ (Include reason, general content, and interim changes included).
2. Make write-in changes as indicated and/or replace the following pages (annotate the Record of Change page and post this amendment after the last page of the Plan).
3. This letter is UNCLASSIFIED when separated from the attachment.

SIGNATURE ELEMENT

(Will be the same official who
authenticated the original basic Plan)

Attachments:
List

CLASSIFICATION

Attachment 4**ACKNOWLEDGEMENT OF RECEIPT**

(APPROPRIATE LETTERHEAD)

(Date)

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (YOUR ORGANIZATION)

SUBJECT: Acknowledgment of Receipt

1. Acknowledge receipt of the Plan listed below by filling out the information in para 2. Return to (Plan OPR) no later than _____.

Plan: (OPR FILLS IN ALL BLANKS IN PARA 1)

Dated: _____

No. of Copies: _____

Copy No. _____ of _____

2. Receipt Data:

Office: _____

Received by: _____

Received on: _____

(Squadron CC Signature Block)

Attachment 5

FORMAT FOR MEMORANDUM OF TRANSMITTAL

CLASSIFICATION
(APPROPRIATE LETTERHEAD)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION (Annex Z)

FROM: (YOUR ORGANIZATION)

SUBJECT: 90 SW Plan XX-XX (U)

1. () Attached is 90 SW Plan XX-XX. This Plan is the 90 SW supporting Plan for AFSPC Plan XX-XX. Requests for change in distribution should be sent to (Plan OPR).
2. () This Plan is effective for Planning upon receipt and for implementation when directed by the Commander, 90 SW.
3. () Elements of the Plan were coordinated with HQ AFSPC and 20 AF.
4. () Annual review of this Plan will be conducted in (list month/year).
5. () All changes must include the date and classification (if classified) of basic Plan.
6. () When separated from the attachment, this letter is downgraded to (list classification).

(Applicable signature block)

Attachment:

CLASSIFICATION

CLASSIFICATION

90 SW Plan XX-XX

CLASSIFIED BY:

DECLASSIFY ON:

NOTE: Signature block is for the appropriate Group Commander or Wing Special Staff Agency Chief.

CLASSIFICATION

Attachment 6

FORMAT FOR DISTRIBUTION CHANGE MEMORANDUM

CLASSIFICATION
(APPROPRIATE LETTERHEAD)

(Date)

MEMORANDUM FOR (Plan OPR)

FROM: _____(USE FULL ADDRESS)

SUBJECT: 90 SW Plan XX-XX Distribution

1. Change distribution for subject document as follows:

_____ Discontinue distribution.

_____ Change number of copies to _____.

_____ Change office symbol and address to:

OLD OFFICE SYMBOL AND ADDRESS:

NEW OFFICE SYMBOL AND ADDRESS:

2. _____ The listed changes apply to this Plan only.

3. _____ The listed changes apply to all Plans distributed by (OPR).

CLASSIFICATION

CLASSIFICATION

4. REMARKS.

(Signature of Commander or Authorized
Representative)
(Unit/Office Symbol)

NOTE: Complete and return this form to (OPR) if distribution is directly from (OPR) and is not correct.
Do not include classified information in this letter.

CLASSIFICATION

Attachment 7

FORMAT FOR SECURITY INSTRUCTIONS

CLASSIFICATION

HEADQUARTERS 90th SPACE WING (AFSPC)

Francis E. Warren Air Force Base, Wyoming 82005-2266

Day/Month/Year

90 SW PLAN XX-XX (U)

SECURITY INSTRUCTIONS (U)

1. () The long title of this Plan is 90 SW Plan XX-XX--Title (U). The short title is 90 SW Plan XX-XX (U).
2. () This document is classified (list overall classification) to protect information contained in United States operation Plans. The information contained in this Plan may be disseminated only to those agencies and personnel whose official duties specifically require knowledge of the Plan, including those required in developing supporting Plans.
3. () This document contains information affecting the national defense of the United States within the meaning of the Espionage Laws, Title 18, U.S.C., Sections 793 and 794. The transmission revelation of information contained herein, in any manner, to an unauthorized person, is prohibited by law.
4. () Classified annexes will be identified with the proper classification authority and declassification or review instructions as required by DOD 5200.1-R/AFPD 31-4 and as shown on this page.

CLASSIFICATION

CLASSIFICATION

5. () Reproduction of this document in whole or in part is prohibited except as required to prepare supporting Plans.

RECORD OF CHANGES

| CHANGE NUMBER | COPY NUMBER* | DATE ENTERED | POSTED BY |
|---------------|--------------|--------------|-----------|
|---------------|--------------|--------------|-----------|

(**NOTE:** Copy number is optional except for TS Plans.)

CLASSIFIED BY:

DECLASSIFY ON:

CLASSIFICATION

Attachment 8**FORMAT FOR PLAN SUMMARY**

CLASSIFICATION

HEADQUARTERS 90th SPACE WING (AFSPC)

Francis E. Warren Air Force Base, Wyoming 82005-2266

Day/Month/Year

90 SW PLAN XX-XX (U)

PLAN SUMMARY (U)

1. () **PURPOSE.** Briefly tell what purpose is to be achieved by executing the Plan. If this is a supporting Plan, tell which Plan it supports.

2. () **CONDITIONS FOR IMPLEMENTATION.**

a. () **Politico-Military Situation.** In this paragraph, summarize the politico-military situation in which the Plan should be considered for execution.

b. () **Statement.** Include a statement substantially as follows. This summary gives the military decision-makers a brief recapitulation of the major aspects of this Plan. It is based on Planning factors and estimates available at the time of preparation and subject to modification in the context of a specific contingency. The information in it should be reviewed and, if necessary, updated before its use in adopting a course of action in a given situation.

c. () **Legal Considerations.** Summarize any legal considerations that may impact Plan implementation.

d. () **Environmental Considerations.** Summarize any environmental considerations that may impact Plan implementation.

CLASSIFICATION

CLASSIFICATION

3. () OPERATIONS TO BE CONDUCTED.

a. () Force Requirements. Summarize the major combat forces assigned to this operation in terms of those available within the command area and augmentations required from other sources.

b. () Preconflict Measures. Delineate the types of preconflict actions desired.

c. () Deployment. Summarize the intertheater and intratheater movements of forces that are necessary to place combat forces in the area of operations. When applicable, include any anticipatory deployments and deception activities to be carried out prior to full implementation of the Plan.

d. () Employment. Indicate the general nature of combat operations to be conducted including deception, psychological operations (PSYOP), and nuclear operations when applicable.

e. () Supporting Plans. List the requirements for supporting Plans to be prepared by subordinate and supporting commands or agencies.

f. () Collateral Plans. List OPlans that could be implemented before, during, or after the subject Plan.

4. () KEY ASSUMPTIONS. List the key assumptions that are absolutely essential to the logic of the Plan.

5. () OPERATIONAL CONSTRAINTS. List major factors that may impede accomplishing the mission.

CLASSIFICATION

CLASSIFICATION

6. () TIME TO COMMENCE EFFECTIVE OPERATIONS. In a table, show the time-phased, incremental buildup of combat forces in the objective area. Show clearly which combat forces must be available in the area of operations before effective operations can commence. Also, show the elapsed time following an order to implement the Plan, when each significant level of combat force that the Plan requires could begin effective operations in the objective area. Base the listing on the lowest level of force (defined the smallest force increment which could initiate effective operations). List successively higher force levels, up to the maximum level called for in the basic Plan. List any assumptions applied in preparing this table that are not specified in the Plan. Considered forces to be deployed or employed to be at normal conditions of readiness when determining time to commence effective operations. For example, assume no advance preparations, except deception and other measures permitted by JSCP. Consider these additional factors and others that pertain to the specific Plan:

- a. () Time required to carry out PSYOP and deception measures as specified in the relevant PSYOP and deception Plan.
- b. () Time for preparing and transmitting necessary orders.
- c. () Reaction time including all necessary preparations for movement, and if necessary, staging.
- d. () Availability and capabilities of transportation resources and facilities.
- e. () Time en route to the area of operations, using lift made available in Annex J to JSCP, where appropriate, and considering possible restrictions on the use of deployment routes.
- f. () Possible enemy action against forces in transit.
- g. () Reception and throughput capabilities of overseas terminals where appropriate.
- h. () Time for marrying up forces and equipment deployed by separate movement modes, including marrying up with pre-positioned equipment, when appropriate.
- i. () Availability and capability of transport systems within the area of operations where required.

CLASSIFICATION

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j. () Time required in the area of operations for final preparation of forces, including movement to the objective area prior to employment.

7. () COMMAND RELATIONSHIPS. Summarize the command arrangements to be employed in executing the Plan.

8. () LOGISTIC APPRAISAL. Provide an estimate of logistic feasibility

9. () PERSONNEL APPRAISAL. Provide an estimate of personnel feasibility.

10. () CONSOLIDATED LISTING AND IMPACT ASSESSMENT OF SHORTFALLS AND LIMITING FACTORS. Provide a consolidated listing and impact assessment of force, movement, support shortfalls, and limiting factors that impact significantly on the conduct of operations. Specify the tasks that cannot be accomplished because of the shortfalls and the efforts to resolve it in the respective annex to the Plan. Address additional forces, including combat support and combat service support, recommended by the supported commander to reduce risk but not allocated by the services, in the Plan Summary. Do not list these forces in Appendix 2 to Annex A of the Plan.

CLASSIFICATION

Attachment 9**FORMAT FOR CLASSIFICATION GUIDANCE****CLASSIFICATION**

HEADQUARTERS 90th SPACE WING (AFSPC)

Francis E. Warren Air Force Base, Wyoming 82005-2266

Day/Month/Year

90 SW PLAN XX-XX (U)

CLASSIFICATION GUIDANCE (U)

1. () Provide users with subjects requiring protection, specifying the level of protection to be afforded those subjects and establishing the time period during which the protection must be continued.

2. () Use the format in this illustrative model or another suitable format:

Table A9.1. Format Example.

| PROTECTION REQUIRED DURING | | | | |
|-------------------------------------|------------------------|------------------------|-----------------------------|------------------------|
| SUBJECT REQUIRING PROTECTION | PLAN- PHASE | PREP- PHASE | EX- ECPHA SE | POST- PHASE |
| Operation Code Word | (TS) | (S) | (C) | (C) |
| Concept of Operations | (TS) | (S) | (C) | (C) |
| Classification Guide | (C) | (C) | (U) | (U) |
| Date Operations Begins | (TS) | (TS) | (U) | (U) |
| Participating Units | (TS) | (C) | (U) | (U) |
| Force Deployment Data | (S) | (S) | (S) | (U) |
| Employment of Chemical Weapons | (TS) | (TS) | (C) | (U) |
| Employment of Nuclear Weapons | (TS) | (TS) | (U) | (U) |
| Combat Rescue Support | (C) | (C) | (C) | (U) |

CLASSIFIED BY:

DECLASSIFY ON:

CLASSIFICATION

Attachment 10
FORMAT FOR TABLE OF CONTENTS

CLASSIFICATION

HEADQUARTERS 90th SPACE WING (AFSPC)
Francis E. Warren Air Force Base, Wyoming 82005-2266
Day/Month/Year

90 SW PLAN XX-XX (U)
TABLE OF CONTENTS AND LIST OF EFFECTIVE PAGES (U)

NOTE: For a more detailed Table of Contents, see AFMAN 10-401, Figure A2.6.

| CONTENTS | PAGES |
|---|--------------------------|
| Security Instructions and Record of Changes..... | ii |
| Plan Summary..... | iii-iv |
| Classification Guidance..... | vii-viii |
| Table of Contents..... | ix-xvi |
| Basic Plan..... | 1-6 |
| ANNEX A, TASK ORGANIZATION..... | 1 |
| ANNEX B, INTELLIGENCE..... | B1 |
| ANNEX C, OPERATIONS..... | C1-C2 |
| ANNEX D – LOGISTICS..... | D1-D3 |
| Appendix 1, Petroleum, Oils, and Lubricants Supply..... | 1-1 |
| TAB A--Estimate of POL Support Requirement..... | D1-A-1 |
| ANNEX E, PERSONNEL..... | E1 |
| ANNEX F - PUBLIC AFFAIRS..... | F1-F2 |
| Appendix 1, Requirements..... | 1-1 |
| ANNEX G, CIVIL AFFAIRS..... | Not Used, See Basic Plan |
| ANNEX H, METEOROLOGICAL AND OCEANOGRAPHIC SERVICES..... | H1-H2 |

| | |
|--|-----------|
| ANNEX J, COMMAND RELATIONSHIPS..... | J1-J2 |
| Appendix 1, Command Relationships Diagram..... | J1-1 |
| ANNEX K, COMMAND, CONTROL AND COMMUNICATIONS SYSTEMS.. | K1-K4 |
| ANNEX L, OPERATIONS SECURITY..... | L1-L2 |
| ANNEX M, MAPPING, CHARTING, AND GEODESY..... | M1-M2 |
| ANNEX N, SPACE OPERATIONS..... | N1-N5 |
| ANNEX P, WARTIME HOST NATION SUPPORT..... | P1-P2 |
| ANNEX Q, MEDICAL SERVICES..... | Q1 |
| ANNEX R, CHAPLAIN ACTIVITIES..... | R1 |
| ANNEX S, TO BE PROVIDED UNDER SEPARATE COVER..... | S1 |
| ANNEX T, FORCE PROTECTION START HERE..... | T1-T4 |
| Appendix 1 -- Combating Terrorism..... | T1-1-T1-3 |
| Appendix 2 -- Physical Security..... | T2-1-T2-3 |
| Appendix 3 -- Base Defense..... | T3-1-T3-2 |
| ANNEX U, INFORMATION MANAGEMENT..... | U1-U2 |
| ANNEX, V, SAFETY..... | V1-V2 |
| ANNEX W, CIVIL ENGINEERING..... | W1-W3 |
| Appendix 1 -- Civil Engineering RED HORSE..... | W1-1-W1-4 |
| Appendix 2 -- Environmental Protection and Compliance Tasks..... | W2-1-W2-2 |
| ANNEX X, EXECUTION CHECKLIST..... | X1-X5 |
| ANNEX Y, REPORTS..... | Y1-Y2 |
| ANNEX Z, DISTRIBUTION..... | Z1 |

NOTES:

Give the page numbers for each entry in the table of contents. All annexes will be listed in the table of contents. If a particular annex is not applicable to the Plan, list it in the table of contents in the following format: Annex F - PUBLIC AFFAIRSÖ.Not Used. Use the following format in the table of contents for annexes that are published separately: Annex R PUBLIC AFFAIRSÖ.TO BE PROVIDED UNDER SEPARATE COVER.

CLASSIFICATION

Attachment 11
FORMAT FOR BASIC PLAN

CLASSIFICATION

HEADQUARTERS 90th SPACE WING (AFSPC)

Francis E. Warren Air Force Base, Wyoming 82005-2266

Day/Month/Year

90 SW PLAN XX-XX (U)

(PLAN TITLE) (U)

() REFERENCES:

a. List any maps, charts, or documents needed to understand the basic Plan, i.e., AFI xxx, date of document (), title of document ().

b. Avoid listing documents not generally available to task organizations or that are common knowledge to normal operations. (However, HHQ Plans should be listed).

() TASK ORGANIZATION. See Annex A for tasked forces.

1. () SITUATION.

a. () General. Describe the general politico-military environment that would establish the probable preconditions for executing the Plan.

b. () Preconflict Actions. Delineate the nature of preconflict actions desired and indicate the priority of preconditions for executing the Plan.

c. () Enemy. Identify the forces that are expected to oppose executing the Plan and appraise their general capabilities. Give information essential to understand the magnitude of the hostile threat.

CLASSIFICATION

CLASSIFICATION

d. () Friendly.

(1) () Describe the operations of external forces other than those tasked to support this operation, which could have a direct significant influence on the operations encompassed by this Plan.

(2) () List the specific tasks of friendly forces, commands, or government agencies which will directly support the execution of this Plan.

e. () Assumptions. List the assumptions on which the Plan is based.

(1) () List either the condition most likely to exist or other conditions over which the commanders have no control that are likely to have a significant impact on this Plan or supporting Plans.

(2) () List only assumptions which are directly relevant to the development of this Plan and supporting Plans, and which express conditions that (should they not occur as expected) would invalidate the entire Plan or its concept of operations.

(3) () Specify the degree of mobilization assumed, such as, full, partial, or none, and the assumed timing of each level of mobilization.

(4) () Include any additional assumptions about specific aspects of the operation in respective annexes.

f. () Legal Considerations. List those legal considerations on which the Plan is based.

2. () MISSION. State concisely the task and purpose to be carried out by executing this Plan. Use the mission of the commander originating the Plan.

CLASSIFICATION

CLASSIFICATION

3. () EXECUTION.

a. () Concept of Operations. Although the entire concept of operations should be included in the basic Plan, some Plans must cover alternative courses of action for carrying out the mission, while others require considerable detail to convey adequate guidance for the development of supporting Plans. Accordingly, the entire concept may be placed in Annex C.

(1) () General. The concept of operations is derived from the commander's estimate of the situation. State in the concept how the commander intends to carry out the mission. Outline this information in the concept:

(a) () Tell which forces are involved, the schedule of operations, the general nature and purpose of operations to be conducted, and the interrelated or cross-service support, coordination, and cooperation necessary to execute the operations successfully.

(b) () Include an estimate of the level and duration of conflict to provide supporting subordinate commanders a basis for preparing adequate supporting Plans.

(c) () Show how security against enemy actions is to be maintained by referring to Appendix 11 to Annex C, Air Base Operability, and Annex L, Force Protection.

(d) () Briefly outline requirements for achieving force superiority and surprise by referring to Annex L, Operations Security, and Appendix 7 to Annex C, Military Deception, for initiatives during the Planning and preparatory phases, movement to objective areas, and after operations are completed.

(2) () Deployment. Summarize the requirements to deploy forces from their normal peacetime locations to the area of operations. Include:

(a) () Deployments carried out within the command area, as well as deployments of augmentation forces, and especially anticipatory deployments that may be required to implement and support the Plan when directed.

(b) () Also consider the deployment of rapid reaction forces as a partial implementation of the Plan.

CLASSIFICATION

CLASSIFICATION

(c) () Any deception measures needed to provide security to mislead the enemy and achieve surprise.

(3) () Employment. The concept describes how the deployed forces are to be tactically employed. Clearly outline Plans for the use of nuclear or chemical munitions or agents, if any.

b. () Tasks. In separate subparagraphs, list each task assigned to each element of the command. Each task should be a concise statement of a mission to be performed, either in further Planning for the operation or in executing the Plan. The task assignments should outline all of the actions that subordinate elements must perform to fulfill the concept of operations.

c. () Coordinating Instructions. In the final subparagraph, list the instructions that apply to two or more elements of the command that are necessary to coordinate the operation, but do not belong in any specific annex. Explain any terms that relate to the timing of execution, as well as other operational terms that appear in the Plan and are not defined elsewhere. Coordination arrangements for deception actions must be tasked separately.

4. () ADMINISTRATION AND LOGISTICS

a. () Concept of Logistics Support. Provide broad guidance on how service support will be furnished. Provide a general understanding of logistics support requirements and supply sustainment Plans. In additional subparagraphs, refer to the annexes or appendices that provide detailed guidance on each major aspect of support.

b. () Concept of Administrative Support. Provide broad guidance on how administrative support and information management will be conducted. In additional subparagraphs, as required, describe annexes for each major aspect of administration and information management.

5. () COMMAND AND SIGNAL

a. () Command Relationships. Identify the command and control relationships between participating commands and related items during Plan execution. This information may be presented in Annex J; in that case, refer to the annex.

CLASSIFICATION

CLASSIFICATION

b. () Command Posts. List the designations and locations of each major headquarters involved in executing the Plan. When headquarters are to be deployed or the Plan provides for relocation of the headquarters to an alternate command post, indicate the location and time of opening and closing of each headquarters.

c. () Succession to Command. Designate in order of succession the headquarters responsible for assuming command of the operation in specific circumstances.

d. () Command, Control and Communications Systems. Provide a general statement on the scope of command and control systems and procedures required to support the operation. Use the subparagraph to highlight any C3 systems or procedures requiring any special emphasis. Refer to Annex K for details on C3.

(No Signature)

WING CC SIGNATURE BLOCK

Annexes: (list only those actually used)

A - Task Organization

B - Intelligence

C - Operations

D - Logistics

E - Personnel

F - Public Affairs

G - Civil Affairs

H - Meteorological and Oceanographic Services

J - Command Relationships

K - Command, Control and Communications Systems

L - Operations Security

M - Mapping, Charting, and Geodesy

CLASSIFICATION

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Annexes (cont.) list only those actually used)

N - Space Operations

P - Wartime Host Nation Support

Q - Medical Services

R - Chaplain Activities

S - To Be Provided Under Separate Cover

T - Force Protection

U - Information Management

V - Safety

W - Civil Engineering

X - Execution Checklist

Y - Reports

Z - Distribution

OFFICIAL:

Signature

Title of Applicable Group Commander or Wing Special Staff Agency Chief, Rank, USAF

Position

CLASSIFICATION

Attachment 12**FORMAT FOR TASK ORGANIZATIONS ANNEX A**

CLASSIFICATION

HEADQUARTERS 90th SPACE WING (AFSPC)

Francis E. Warren Air Force Base, Wyoming 82005-2266

Day/Month/Year

ANNEX A TO 90 SW PLAN XX-XX (U)

TASK ORGANIZATION (U)

ORGANIZATIONCOMMANDER

90th Space Wing

90 SW/CC

90th Operations Group

90 OG/CC

90th Logistics Group

90 LG/CC

90th Support Group

90 SPTG/CC

90th Medical Group

90 MDG/CC

CLASSIFICATION

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NOTE:

() As a minimum, list all major elements directly subordinate to the headquarters originating the Plan. List (and designate as “support”) each organization that directly supports the operation, even though it is not under the operational command of the component commander. In addition, list each organization to be established specifically to implement the Plan, such as provisional units. The level of detail should be only what is necessary to convey a clear understanding of the significant forces to be committed to the operations.

(no signature)

90 SW/CC Signature Block

CLASSIFIED BY:

DECLASSIFY ON:

NOTE:

For detailed descriptions of the other Annexes, refer to AFMAN 10-401, Attachment 2.

A-1

CLASSIFICATION

Attachment 13
FORMAT FOR ANNEX Z

CLASSIFICATION

HEADQUARTERS 90th SPACE WING (AFSPC)

Francis E. Warren Air Force Base, Wyoming 82005-2266

Day/Month/Year

ANNEX Z TO 90 SW PLAN XX-XX (U)

DISTRIBUTION (U)

Table A13.1. Distribution (U).

| DISTRIBUTION | NO. OF COPIES | COPY NO. |
|--------------|---------------|----------|
| HQ AFSPC/IGI | 1 | 1 |
| 20 AF/DOX | 1 | 2 |
| 90 SW/XPA | 2 | 3-4 |
| 90 LSS/LGLSP | 1 | 5 |

NOTE:

The distribution list accounts for all copies of the Plan and informs users which agencies and headquarters maintain copies of the Plan. Since Plans are often highly sensitive documents, distribution should be held to the minimum essential for Planning. Copy number is optional except for Top Secret Plans.

CLASSIFIED BY:

DECLASSIFY ON:

Z-1

CLASSIFICATION

Attachment 14**QUALITY CONTROL CHECKLIST**

Use this checklist prior to beginning coordination to ensure that all guidelines for Plans in AFMAN 10-401 format have been satisfied. It speeds your coordination process and results in a better Plan quality.

1. GENERAL GUIDELINES.

- a. Is the Plan number in accordance with higher headquarters' directive, or as directed by 90 SW/XP?
- b. Does the suffix to the Plan number agree with the FY?
- c. Are existing Plans reviewed annually?
- d. Has coordination been reaccomplished as part of the annual review process?
- e. Does the Plan require a format established by a prescribing AFSPC or higher headquarters' directive? If yes, follow that directive and coordinate the Plan with 90 SW/XPA.
- f. Are the administrative and security instructions, basic Plan, and annexes provided on a single page?
- g. Are all other pages printed on both sides?
- h. Is each page of the Plan numbered in the center bottom of the page (excluding the front cover, letter of transmittal, distribution change page, blank pages in classified Plans, and the back cover)?
- i. Is all administrative guidance and distribution requirements in accordance with AFMAN 10-401?

2. MEMORANDUM OF TRANSMITTAL.

- a. Does the memorandum follow the format of Attachment 5?
- b. Is the memorandum signed by the same individual who signed the basic Plan?

- c. Is the page number left blank?
- d. Does this page include a “CLASSIFIED BY/DECLASSIFY ON” block if the Plan is classified?
- e. Is the letter printed on appropriate letterhead?

3. DISTRIBUTION CHANGE MEMORANDUM.

- a. Does the memorandum follow the format in Attachment 6?
- b. Is the page number left blank?

4. ADMINISTRATIVE AND SECURITY INSTRUCTIONS.

- a. Does the administrative and security instructions follow the format in Attachment 7?
- b. Are the headquarters, basic information, and date in the top right hand corner of the first page?
- c. Does the page include both the long and short titles of the Plan?
- d. Is the page numbered in a small Roman numeral at the bottom center of the page?
- e. Is each page and paragraph of the Plan classified according to individual content?
- f. Does the overall classification agree with the classification indicated on the front cover?
- g. Are all paragraphs blocked to the left column?
- h. Are paragraphs single-spaced?

5. PLAN SUMMARY.

- a. Does the Plan summary follow the format of Attachment 8?
- b. Does only page one of the Plan summary, reflect the headquarters, base, and date in the top right corner in block style?
- c. Do paragraphs follow the guidelines given for each paragraph in Attachment 8?
- d. Are subdivisions of main paragraphs indented and margined in the block style of Attachment 8?
- e. Are the pages of the Plan summary numbered with roman numerals at the bottom center of the pages?
- f. Are paragraph and subparagraph headings underlined as in Attachment 8?

6. TABLE OF CONTENTS.

- a. Does the table of content follow the format specified in Attachment 10 or as directed by higher headquarters' directive?
- b. Is the table of contents organized in the following descending order: Basic Plan, annex, appendix, and tab?
- c. Is the headquarters, base and date reflected in the top right corner of the first page?
- d. Are annexes identified with capital letters (A, B, C, etc.)?
- e. Are appendices identified with numbers (1, 2, 3, etc.)?
- f. Are tabs identified with capital letters (A, B, C, etc.)?
- g. Does the table of contents list elements published separately?

- h. Is the table of contents numbered with small roman numerals centered at the bottom of the pages?

7. BASIC PLAN.

- a. Does the basic Plan follow the paragraph format as outlined in Attachment 11?
- b. Does only page one of the basic Plan, reflect the headquarters, base, and date in the top right corner in block style?
- c. Does the basic Plan list the annexes used in the Plan?
- d. Has the basic Plan been signed?

8. ANNEX.

- a. Does the annex follow the required example in AFMAN 10-401?
- b. Does only page one of annexes, reflect the headquarters, base, and date in the top right corner in block style?
- c. Are the pages numbered with the letter of the annex and the page number (A-1, C-2, etc.)?
- d. Are applicable appendices listed at the end of the annex?
- e. Are annexes listed on the table of contents?
- f. Does each annex start on the right-hand side?

9. APPENDIX.

- a. Do appendices follow the appropriate annex?
- b. Do paragraphs follow the format as outlined in the examples in AFMAN 10-401?

c. Does only page one of appendices, reflect the headquarters, base, and date in the top right corner in block style?

d. Are the pages numbered with the letter of the annex followed by the number of the appendix and the page number of the appendix (C-1-1, D-2-1, etc.)?

e. Do the appendices list the follow-on tabs (if required)?

f. Are appendices listed in the table of contents?

10. TAB.

a. Does only page one of the tabs reflect the headquarters, base and date in the top right corner in block style?

b. Are the pages numbered with the letter of the annex followed by the number of the appendix followed by the letter of the tab and the page number of the tab (C-1-A-1, D-2-A-1, etc.)?

c. Do the tabs list follow-on exhibits (if required)?

d. Are tabs listed on the table of contents?

11. EXHIBIT.

a. Does only page one of the exhibits reflect the headquarters, base, and date in the top, right corner in block style?

b. Are exhibits numbered using the guidance listed under the section on tabs (C-1-A-1-1, D-2-A-1-1, etc.)?

12. AMENDMENT.

a. Are amendments submitted by page substitution?

- b. Is a solid black line used in the left-hand margin to indicate amended change?
- c. Is the amendment numbered consecutively to previous changes?
- d. Does the amendment include a letter of transmittal?
- e. Do three copies of AF Form 1565 (Entry, Receipt, and Destruction Certificate) accompany each classified amendment?
- f. Does each page of the amendment indicate the change number and date of the change beneath the page number and above the classification (if required)?
- g. Is the amendment signed by the same official who authenticated the basic Plan?

13. OPSEC.

- a. Was OPSEC considered in the initial stage of concept of operations development?
- b. Were Essential Elements of Friendly Information (EEFI) identified and distributed with the basic Plan and concept of operations?
- c. Has the Plan been reviewed to ensure compliance with the desired degree of security?

14. DERIVATIVE CLASSIFICATION LETTER.

- a. Has a derivative classification letter been accomplished for classified Plans in accordance with AFI 31-401, which:
 - (1) Identifies office of origin?
 - (2) Identifies the document?
 - (3) Gives overall classification?

(4) Gives declassification instructions?

(5) Gives source of classification (multiple sources)? (6) List classification sources (all references) and dates?

b. Is the derivative classification letter on file with the master copy of the Plan?